

Adopted: September 2001 , Revised: _____**Class Title: City Transportation Engineer****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages the operations of traffic and transportation responsibilities in coordination with other divisions, departments and regional organizations. Establishes traffic enforcement policies; project management and financial planning for the division. Prepares and supervises the divisions budget.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Represents the division, department and the city by attending scheduled and unscheduled meetings, attending local and regional task force meetings, serving on technical committees, meeting with civic and business organizations, giving presentations at local, regional and national forums, and responding to council requests, citizen complaints, and investigating and taking corrective action when necessary.
2	L	Supervises the Division of Transportation by establishing policies relating to legal and enforcement issues, budgeting and programming, project management, internal technical/administrative operations and personnel leadership, administering the budget and allocating resources, promoting employee development, administering personnel counseling and coaching, resolving conflicts, providing training, conducting meetings.
3	L	Performs other duties by supervising the planning, design, and preparation of plans, specs and cost estimates of traffic engineering projects, the city's street lighting program, the smart traffic center, the traffic operations center, VDOT projects and row management programs.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Five years experience in traffic engineering.
Certifications and Other Requirements	Valid Driver's License, Professional Engineer's License or equivalent.
Reading	Work requires the ability to read technical publications, contracts, documents, codes, ordinances, engineering plans, letters, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as algebraic and budgetary calculations.
Writing	Work requires the ability to write business correspondence, project summaries, policies and procedures, ordinances, grant applications, technical reports, memorandum, and general correspondence.
Managerial	Managerial responsibilities include supervising the services of the division in regards to their daily operations, policy setting, project management, technical supervision, budget preparation, legal and enforcement issues, and administrative responsibilities.
Budget Responsibility	Oversees budget preparation of division budget and reviews and approves expenditures of significant budgeted funds for the division and may research and prepare recommendations for city-wide budget expenditures. Develops and manages budgets for numerous capital improvement projects.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Contacts others within the organization and community. These contacts involve extensive contact with citizens and civic groups, council and similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with citizens, groups, contractors, brokers and sales representatives and other department agencies.

Adopted: September 2001 , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Assisting employees, meetings, presentations
Sitting	F	Computer, desk work, answering the telephone, meetings, driving
Walking	O	Inter-office, field meetings
Lifting	R	Presentation materials
Carrying	R	Presentation materials
Pushing/Pulling	R	Presentation materials, office equipment
Reaching	O	Files, plans, telephone
Handling	O	Presentation materials, plans
Fine Dexterity	F	Computer keyboard, writing, telephone keypad
Kneeling	R	Field meetings, off-site inspections
Crouching	R	Field meetings, off-site inspections
Crawling	R	Field meetings, off-site inspections
Bending	R	Field meetings, off-site inspections
Twisting	R	Field meetings, off-site inspections, to/from desk and computer
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer monitor, reading, inspections
Hearing	C	Communicating with personnel and general public, meetings, on telephone
Talking	F	Communicating with personnel and general public, meetings, on telephone
Foot Controls	O	Driving
Other (specify)	N	

Adopted: September 2001 , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, general office supplies, telephone, pager, camera, vehicle, computer, printer, standard Microsoft Windows and Office software, Internet, AFIN, Hansen software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	S
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Traffic safety vest, steel-toe boots, hard hat - when in the field

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)